

FY 97

AFFIRMATIVE EMPLOYMENT
PROGRAM ACCOMPLISHMENT REPORT

FOR

MINORITIES AND WOMEN

FOR THE

NATIONAL OCEAN SERVICE

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

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MEMORANDUM FOR: All NOS Employees

FROM: Nancy Foster, Ph.D.
Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy
Statement

The National Ocean Service(NOS)supports the policy of the Department of Commerce and the National Oceanic and Atmospheric Administration which provides for equal employment opportunity (EEO) to all persons without regard to race, color, religion, sex, national origin, age, physical or mental handicap.

To assure that this policy is fully implemented, I will work with our managers, supervisors, and EEO Manager, to strengthen our commitment to EEO. This includes increasing the employment and advancement opportunity of those groups that show a manifest imbalance or a conspicuous absence in the work force, making every effort possible to reasonably accommodate persons with disabilities, and cooperating with agency officials in all aspects of the discrimination complaint process.

In an effort to reduce conflict in the work place, I encourage all supervisors, managers, and employees to utilize the agency wide Alternative Dispute Resolution (ADR) Program. Using mediation as a vehicle to resolve conflicts in the work place will significantly reduce the number of employee grievances and EEO complaints. This process will help improve communication and the quality of work life in the National Ocean Service.

NOS will strive to ensure that our work force is representative of the diversity in our Nation. We need to make sure that this is understood throughout the National Ocean Service since it is the responsibility of all of us.

If you have any questions regarding this policy, please contact the NOS Equal Employment Opportunity Manager, Jocelyn B. Martin, at 301-713-3074.

cc: Diana Josephson
Stu Remer

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

D E L E G A T I O N O F A U T H O R I T Y

(EXPLANATION OF RESPONSIBILITIES OF EEO PROGRAM OFFICIALS)

a) The NOS Assistant Administrator is responsible to the NOAA Under Secretary for an effective EEO Program within her area of authority, consistent with appropriated regulations, including EEO Affirmative Employment Plans and the Under Secretary's mandates.

b) The NOS Deputy Assistant Administrator is responsible for the day-to-day operation of the EEO Program.

c) The NOS EEO Officer serves as a focal point for the NOS EEO Program. An EEO specialist (EEO Manager) prepares the Affirmative Employment Plans and ensures that the program is properly administered.

d) Program Office Directors are responsible for implementing EEO programs and policies in their respective offices.

e) Supervisor's and Management Officials are responsible for complying with appropriate EEO action plans and for assuring that all personnel actions and working arrangements under their control do not foster discriminatory practices because of race, color, religion, sex, age, national origin, physical or mental disability.

f) The NOAA Civil Rights Office provides advice and technical assistance on developing Affirmative Employment Program Plans and in implementing Affirmative Employment Programs.

MEMORANDUM FOR: All NOS Employees

FROM: Nancy Foster, Ph.D.
Assistant Administrator

SUBJECT: Sexual Harassment Policy Statement

Harassment on the basis of gender is a prohibited personnel practice and a violation to Title VII of the Civil Rights Act of 1964, as amended. Additionally, Congress enacted the Civil Rights Act of 1991 for the express purpose of providing additional remedies under federal law to deter unlawful harassment. The Act facilitates bringing action against employers and encourages litigation by providing for compensatory and punitive damages and trial by jury. More specifically, the Act authorizes as much as \$300,000 in compensatory damages in addition to back pay, front pay, reinstatement, and attorneys' fees previously available under Title VII. Be assured that the National Ocean Service (NOS) continues its commitment toward ensuring a work environment free of sexual harassment.

It is our policy that all employees must be allowed to work in an environment free from unsolicited and unwelcomed verbal or physical sexual advances. Sexual harassment is a form of unlawful conduct which undermines the integrity of the employment relationships and therefore our ability to meet our mission responsibilities. Therefore, sexual harassment is unacceptable conduct in the work place and will not be tolerated. I expect supervisors and managers to take preventative steps and corrective action when warranted by the facts and circumstances.

All NOS employees have an obligation to cooperate in preventing this problem. I know that many of you have shown strong commitment toward eliminating sexual harassment from the work environment, and Evelyn Fields and I encourage you to continue with your efforts.

If you have any questions regarding this policy, please contact the NOS EEO Program Manager, Jocelyn B. Martin, at 301-713-3074.

cc: Diana Josephson
Stu Remer

PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT

During the period FY 1997 - 1998, NOS plans to continue to stress the importance of maintaining a work environment free of sexual harassment and to create an atmosphere which encourages persons who may be victims of sexual harassment to take appropriate action. In order to achieve this, NOS plans the following activities:

1. Issue a memorandum on the subject of sexual harassment to managers and supervisor detailing responsibilities and instructing the prompt review of all matters of sexual harassment. Instructions should direct them to take prompt and appropriate corrective and/or disciplinary action when the problem does occur.

Responsible Official:
Assistant Administrator

Target Date
May 1998

2. Continue to provide necessary staff support for a training session for managers and supervisors on sexual harassment and conduct in the work place. The training will describe appropriate and inappropriate sexual conduct in the work place and the managers/supervisors' responsibility for maintaining a work environment free from sexual harassment.

Responsible Official:
NOS EEO Program Manager

Target Date:
December 1998

Program Analysis

I. Organization and Resources

A. Organization

The National Ocean Service (NOS) is the Federal Government's oldest scientific and technical organization. It produces the nautical and aeronautical charts. Its geodetic surveys give precise definition for land boundaries. It protects the coastal zone, operates the marine and estuarine sanctuaries where most marine-life begins, and alerts us when waters are polluted.

B. Program Resources

NOS has an Equal Employment Specialist on the Assistant Administrator staff to manage the NOS-wide EEO program. Top Management is accountable for overall program implementation and EEO program performance is part of each manager's performance plan. The NOS EEO Manager on the AA staff works with management in implementing the program. A headquarters EEO Advisory committee has been established to allow for Employees' input and to advise the Assistant Administrator, Deputy Assistant Administrator and the NOS EEO Program Manager.

Employees appointed to the EEO Advisory committee receive official time away from their regular jobs to perform committee functions. The committee funds activities with an approved yearly budget.

The major strengths in the current program are:

1. Managers, supervisors, and employees are aware that they have EEO responsibilities.
2. There is a general perception that equal opportunity does exist in the NOS work force.
3. NOS has made progress with past affirmative programs for affirmative employment programs efforts.
4. There has been success in using special employment programs for affirmative employment purposes (such as the NOAA Summer Faculty and Student Intern Program).
5. There is knowledge across all organizational levels that NOS does have an EEO Advisory Committee.
6. Employees are aware of their right to file a complaint of discrimination.

The most significant weaknesses are:

1. The Written plan is distributed but not read, thus minimal knowledge about the plan's content is known among managers, supervisors, and employees.
2. The Federal Government mandate to reduce FTE's has significantly impaired our recruitment efforts. CTAP and ICTAP limit opportunities to hire from the outside.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT
FOR FISCAL YEAR 1997

EXECUTIVE SUMMARY

I. INTRODUCTION

The National Ocean Service (NOS) is the Federal Government's oldest--scientific and technical organization. It produces the nautical and aeronautical charts. Its geodetic surveys give precise definition for land boundaries. It also protects the coastal zone, operates the marine estuarine sanctuaries where most marine life begins and alerts us when waters are polluted.

II. PURPOSE

The purpose of this Executive Summary is to provide an overview of the National Ocean Service FY 97 Affirmative Employment Program Accomplishment Report for Minorities and Women. This accomplishment report covers several NOS Line Offices. They include:

Coast & Geodetic Survey (C&GS)
Office of Ocean and Earth Sciences (OES)
Office of Ocean Resources Conservation & Assessment (ORCA)
Office of Ocean and Coastal Resource Management (OCRM)

III. OBJECTIVE

The Accomplishment Report covers improvements, accomplishments and noteworthy achievements that have been undertaken during FY 97 to improve the employment and advancement opportunities for minorities and women.

IV. AUTHORITY

The legal authority for developing affirmative employment program plans is derived from Section 717 of Title VII of the Civil Rights Act, as amended.

Specific guidance on preparing the accomplishment report is contained in the Equal Employment Opportunity Commission's EEO Management Directive 714, dated October 6, 1987. Additional guidance on preparing accomplishment reports is issued by the NOAA Civil Rights Division.

V. SECTIONS COVERED

A. Cover Page - This contains the names and address of the organization, the number of employees as of the end of FY 97 and the dates and signatures of the principal EEO official and the name and title of the head of the organization

B. Summary Analysis of Work Force - This examines in which occupational categories and grade levels women and minority

groups are represented in proportion to their representation in the civilian labor force. It also discusses significant employment changes in the workforce from FY 96 to FY 97.

The data used in this report was provided by the NOAA Civil Rights Division. The data is as of September 30, 1997. The 1990 Census National Civilian Labor Force (CLF) statistics were used to analyze the general workforce, occupational categories and mission related occupations.

C. Numerical Objective Accomplishments by Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB) - This shows the numerical objectives designed to overcome manifest imbalances (underrepresentation) and conspicuous absences (severe underrepresentation) of minorities and women established by NOS in the FY 1988 - FY 1992 Multi-Year Affirmative Employment Plan for Minorities and Women.

This section of the Report illustrates which of the numerical objectives were achieved during FY 97 by each race/sex group and by each occupational category (Professional, Administrative, Technical, Clerical, Other and Blue Collar) and mission related occupation.

D. Accomplishment Report of Objectives and Action Items - This discussed progress made in the past year on achievement of objectives and action items that were targeted in the NOS FY 1988 - FY 1992 Multi-Year Affirmative Employment Program Plan for Minorities and Women.

E. Noteworthy Accomplishments - This identified initiatives, activities and achievements during FY 97 to increase the employment and advancement opportunities of women and minorities.

VI. ABBREVIATION/DEFINITIONS

Several definitions and abbreviations have been used in this report. They are:

A. A/PI - Asian/Pacific Islander

B. AI/AN - American Indian/Alaskan Native

C. CLF - Civilian labor Force - those persons 16 years or older who are employed or seeking employment.

EXECUTIVE SUMMARY (con't)

- D. Conspicuous absence - there are no race/sex groups in a particulate occupation or occupational category. (Severely underrepresented)
- E. Manifest imbalance - the percentage of a race/sex group is less than the percentage in the appropriate CLF in a particular occupation of occupational category. (underrepresented)
- F. PATCOB - Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB) occupational categories.

- Professional occupations are those that require knowledge in a field of learning acquired through education or training equivalent to a Bachelor's degree or higher level degree. Several examples of NOS professional occupations are Cartographer, Oceanographer and Geodesist.

- Administrative occupations are those that involve exercising analytical ability, judgment, discretion, personal responsibility and applying principles, concepts and practices in administration or management. The Computer Specialist occupation is an example of an administrative occupation in NOS. There are several Automatic Data Processing (ADP) employees that provide technical assistance to NOS main line occupations.

- Technical occupations are those that involve nonroutine work associated with supporting a person in an administrative position or professional position. Examples of these occupations are Surveying Technician, Cartographic Technician and Geodetic Technician.

- Clerical occupations are those that involve structural work in support of office, business or fiscal operations. The most common examples of these positions are Clerk-typist and Secretary.

- Other occupations are those that are not related to the above groups. For example, Student Trainees.

- Blue Collar occupations are those which include Wage grade, (XP XL, XS) printing employees positions.

- * WORK FORCE ANALYSIS
- * ACCOMPLISHMENT REPORT OR OBJECTIVES AND ACTION ITEMS
- * NOTEWORTHY ACTIVITIES/INITIATIVES
- * NUMERICAL OBJECTIVES

National Oceanic and Atmospheric Administration (NOAA)
National Ocean Service
United States Department of Commerce
NAME OF ORGANIZATION

Silver Spring Metro Complex Building 4, 1305 East West Highway,
Silver Spring, Maryland 20910

ORGANIZATION LEVEL: AGENCY X MOC _____ REGION _____

COMMAND _____ INSTALLATION _____ HEADQUARTERS _____

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 1260

PROFESSIONAL 623 ADMINISTRATIVE 277 TECHNICAL 223

CLERICAL 70 OTHER 3 BLUE COLLAR 64

NAME OF CONTACT PERSON PREPARING FORM

Jocelyn B. Martin
NATIONAL OCEAN SERVICE EEO OFFICER

SIGNATURE OF PRINCIPAL EEO OFFICIAL
CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD 714

Dr. Nancy Foster
Assistant Administrator Ocean Services and Coastal Zone Management
NAME AND TITLE OF HEAD OF ORGANIZATION

SIGNATURE OF HEAD OF ORGANIZATION CERTIFIES THAT THIS REPORT IS IN
COMPLIANCE WITH EEO-MD 714

EEOC FORM 568 (8/87)

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

SUMMARY ANALYSIS OF WORKFORCE

PROVIDE A NARRATIVE WORK FORCE ANALYSIS USING THE RELEVANT CIVILIAN LABOR FORCE. ANALYZE OCCUPATIONAL CATEGORIES, GRADE GROUPINGS AND MAJOR OCCUPATIONS.

ANALYSIS OF GENERAL WORK FORCE

As of September 30, 1997, NOS employed 1,260 permanent employees. The following is a description of the workforce:

- Males - 821 (65.1%); Females 439 (34.8%)
 - Black - 212(16.8%)
 - Males - 90 (7.1%)
 - Females 122 (9.6%)
 - Hispanic - 16 (1.2%)
 - Males - 8 (0.6%)
 - Females - 8 (0.6%)
 - American Indian/Alaskan Native - 2 (0.1%)
 - Males - 0 (0.0%) Females - 2 (0.1%)
 - Asian/Pacific Islander - 39 (3.0%)
 - Male 27 (2.1%)
 - Females - 12 (0.9%)
- White - 961 (76.2%)
- Males - 670 (53.1%)
- Females - 291 (23.0%)

Total NOS permanent employment decreased from 1,335 in 1996 to 1,260 in 1997. There was a decrease in Black males and females, Hispanic males, Asian/Pacific Islander males, and White males and females. There was an increase in Hispanic females, and Asian/Pacific Islander females. The NOS work force maintained representation in all race/sex and national origin groups.

There are ten employees in the Senior Executive Service (SES). A conspicuous absence of minorities exists in the SES in NOS. There are seven White males, one Hispanic female and two White females.

Employment Analysis con't

During FY 1997, the number of White males decreased by 51; White females decreased by 14; the number of Black males decreased by 40; Black females decreased by 7; Hispanic males decreased by 2; Hispanic females increased by 2; Asian/Pacific Islander males decreased by 4; Asian/Pacific Islander females increased by 1; American Indians/Alaskan Native males and females remain the same.

A comparison of the NOS workforce for FY 1997 and the National Civilian Labor Force (CLF) shows that the percentage of White men, Black men and women, and Asian/Pacific Islander males were greater than their representation in the National CLF. All other percentages of EEO groups are below their representation in the National CLF.

	NOS Employment	National CLIF
White Men	55.9%	42.6%
White Women	24.3%	35.3%
Black Men	5.3%	4.9%
Black Women	5.4%	5.4%
Hispanic Men	0.6%	4.8%
Hispanic Women	0.5%	3.3%
Asian/Pacific Islander Men	2.2%	1.5%
Asian/Pacific Island Women	0.9%	1.3%
American Indian/Alaskan Native Men	0.0%	0.3%
American Indian/Alaskan Native Women	0.1%	0.3%

All of our mission-related occupations showed decreases in the number of total employees.

All occupational categories, except other, showed decreases in the number of employees. The total number of employees in the Other category remained the same, 3 employees.

The Professional Occupational categories showed the largest decrease, from 662 in FY 1996 to 623 in FY 1997, a decrease of 39 employees. The Administrative occupational category decreased by 2 employees, the Technical occupational category decreased by 22 employees, and Blue Collar occupational category decreased by 2 employees.

ANALYSIS OF PATCOB OCCUPATIONAL CATEGORIES

PROFESSIONAL

Total permanent employment decreased. Males decreased and females remain the same. Total Black employment decreased. Black males decreased and Black females increased. Total Hispanic employment decreased, Hispanic males decreased and Hispanic females remain the same. American Indians/ Alaskan Natives remain unchanged. Total Asian employment decreased. Asian males decreased and Asian females remain the same. Total White employment decreased. White Males and females decreased. There is a manifest imbalance of AI/AN males and females in the Professional occupational category.

ADMINISTRATIVE

Total permanent employment decreased. Males and females decreased. Total Black employment decreased. Black males decreased and Black females increased. Total Hispanic employment remained the same. Hispanic males decreased and Hispanic females increased. American Indians/Alaskan Natives employment remains the same. Total A/PI employment increased. Asian Pacific Islander males remains and Asian Pacific Islander females increased. Total White employment decreased. White males decreased and White females remains the same.

TECHNICAL

Total permanent employment decreased. Males and females decreased. Total Black employment decreased. Black male and female employment decreased. Total Hispanic employment increased. Hispanic male employment remains the same, and Hispanic female employment increased. American Indian/Alaskan Native employment remain unchanged. Total A/PI employment increased. A/PI males remain the same and A/PI females increased. Total White employment decreased. white male and female employment decreased. There is a conspicuous absence of American Indian/Alaskan Native males.

CLERICAL

Total permanent employment decreased. Males and females decreased. Total Black employment decreased. Black males employment decreased and Black female employment remains the same. Total Hispanic employment remains the same. Total A/PI employment decreased. A/PI male employment remains the same and female employment decreased. AI/AN employment remained the same. There is a conspicuous absence of Hispanic males and females and American Indian/Alaskan Native males and females. There is a manifest imbalance of Black males, Asian/Pacific Islander females and White males.

OTHER

Total permanent employment decreased. Male employment remains the same and total female employment decreased. Total White employment remains the same. White male employment decreased and White female employment increased. Total Black, Hispanics and American Indians/Alaskan Natives, and Asian Pacific Islander employment remain the same. There is a conspicuous absence of Black males and females, Hispanic males and females, American Indian-Alaskan Native males and females and Asian/Pacific Islander males and females.

BLUE COLLAR

Total permanent employment decreased. Total males decreased and total females increased. Total Black employment increased. Black males increased and Black females increased. There is a conspicuous absence of Hispanic males and females, AVAN males and females and A/PI females.

ANALYSIS OF MISSION RELATED OCCUPATIONS

There are six mission related occupations. They include:

- Oceanographer GS/GM 1360 (Professional)
- Cartographer GS/GM 1370 (Professional)
- Geodesist- GS/GM 1372 (Professional)
- Computer Specialist - GS-334 (Administrative)
- Survey Technician - GS-817 (Technical)
- Clerk-typist (GS-322)/Secretary (GS-31-8)(Clerical)

OCEANOGRAPHER - GS-1360 - Professional

Total no of oceanographers decreased. Black males decreased and Black females remain the same. Total A/PI oceanographers decreased. A/PI males decreased and females remains the same. Total numbers of White oceanographers decreased. White male and White female oceanographers decreased. There is a conspicuous absence of Hispanic males and females and American Indian/Alaskan males and females in the Oceanographer occupation. There is a manifest imbalance of Black females and White females.

CARTOGRAPHER - GS/GM 1370 - Professional

Total number of cartographers decreased. Total number of Black cartographers increased. Black males increased and Black females remains the same. Total number of Hispanic cartographers, A/PI cartographers, and American Indians/Alaskan Natives remains the same. Total numbers of White cartographers decreased. White male cartographers decreased and White female cartographers increased. There is a conspicuous absence of American Indian/Alaskan Natives in the Cartographer occupation. There is a manifest imbalance of

Hispanic males and females, and Asian/Pacific Islander males and females.

GEODESIST - GS/GM 1372 - Professional

Total numbers of Geodesist decreased. Total number of Black geodesist and Hispanic geodesist remains the same. Total numbers of A/PI geodesist decreased. A/PI males geodesist decreased and female--A/PI geodesist remain the same. Total numbers of White geodesist decreased. White male geodesist and White female geodesist decreased. There is a conspicuous absence of Hispanic females and American Indian/Alaskan Natives in the Geodesist occupation. There is a manifest imbalance of Black males, Hispanic males, A/PI females and White females.

COMPUTER SPECIALIST - GS-334 - Administrative

Total number of computer specialist decreased. Total numbers of Black computer specialist decreased. Black male and female computer specialist decreased. Total number of Hispanic computer specialist remains the same. Hispanic male computer specialist decreased. Hispanic female computer specialist increased. Total number of A/PI computer specialist increased. A/PI male computer specialist remains the same. A/PI female computer specialist increased. Total number of White computer specialist decreased. White male and female computer specialist decreased. There is a conspicuous absence of AI/AN males and females in the computer specialist occupation. There is a manifest imbalance of Hispanic males and females in the computer specialist occupation.

SURVEY TECHNICIAN - GS-817 - Technical

Total number of survey technicians decreased. Total number of Black, Hispanic, A/PI. and AI/AN males and female survey technicians remains the same. White survey technicians decreased. White male survey technicians decreased and White females survey technicians remain the same. There is a conspicuous absence of Black females, Hispanic males and females, AI/AN males and females and A/PI males and females in the Survey Technician occupation.

CLERK-TYPIST/SECRETARY - GS-322/318 - Clerical

Total number of clerk-typist/secretaries decreased. Black clerk-typist/secretaries males and females remains the same. Total numbers of Hispanic males and females, A/PI males, and AI/AN males and females remain the same. There was a decrease in A/PI females. Total White clerk-typist/secretaries decreased. White male clerk-typist/secretaries increased and White females decreased. There is a conspicuous absence of Black males, Hispanic males and females, A/PI males and females, and AI/AN males and females in the Clerk-typist/Secretary occupations.

ANALYSIS OF GRADE GROUPINGS BY PATCOB CATEGORIES

PROFESSIONAL

GS-5-8 - There are a total of 23 permanent employees in this grade grouping. Black employees represent (13.0%); White employees represent (86.9%). All other groups are severely underrepresented in this grade grouping.

GS-9-12 - There are a total of 364 permanent employees in this grade grouping. Black employees represent (9.8%); Hispanics represent (0.8%); A/PI represent (3.07%). White employee represent (86.2%). AVAN are severely underrepresented in this grade grouping.

GS/GM-13-15 - There are a total of 228 permanent employees in this grade grouping. Black employees represent (5.7%); Hispanic employees represent (3.0%); A/PI employees represent (2.6%); White employees represent (88.6%); AI/AN employees are severely underrepresented in this grade grouping.

SES - There are a total of 9 permanent employees at the SES level. Hispanic employees represent (12.5%); White employees represent (88.8%); Black employees, A/PI employees and AVAN employees are severely underrepresented in this grade grouping.

ADMINISTRATIVE

GS-5-8 - There are a total of 5 permanent employees in this grade grouping. Black employees represent (20.0%); White employees represent (80.0%). Hispanic, A/PI, and AVAN employees are severely underrepresented in this grade grouping.

GS-9-12 - There are a total of 155 permanent employees in this grade grouping. Black employees represent (19.3%); Hispanic employees represent (1.9%); A/PI employees represent (9.6%); White employees represent (69.0%). AVAN employees are severely underrepresented in this grade grouping.

GS/GM-13-15 - There are a total of 116 permanent employees in this grade grouping. Black employees represent (11.2%); A/PI employees represent (1.0%); White employees represent (85.2%). AVAN employees are severely underrepresented in this grade grouping.

SES - There is a total of 1 permanent employee at the SES level. Black, Hispanic, AI/AN, and A/PI employees are severely underrepresented in this grade grouping.

TECHNICAL

GS-1-4 - There are a total of 3 permanent employees grouping. Black employees represent (33.3%); White employees represent

(66.6%). Hispanic, A/PI, AI/AN employees are severely underrepresented in this grade grouping.

GS-5-8 There is a total of 117 permanent employees in this grade grouping. Black employees represent (31.6%); Hispanic employees represent (1.7%); A/PI employees represent (1.7%); AI/AN represent (0.8%); A/PI employees represent (1.7%); White employees represent (64.1%).

GS-9-12 - There are a total of 27 permanent employees in this grade grouping. Black employees represent (10.0%); A/PI employees represent (4.0%); White employees represent (86.0%). Hispanic and AI/AN employees are severely underrepresented in this grade grouping.

GS/GM 13-15 - There are a total of 3 permanent employees in this grade grouping. White employees represent (100%) of this grade grouping. Black, Hispanic, AI/AN and A/PI employees are severely underrepresented in this grade grouping.

CLERICAL

GS-1-4 - There are a total of 7 permanent employees in this grade grouping. Black employees represent (57.7%); White employees represent (42.8%). Hispanic, AI/AN and A/PI employees are severely underrepresented in this grade grouping

GS-5-8 - There are a total of 62 permanent employees in this grade grouping. Black employees represent (48.3%); White employees represent (56.3%). Hispanic, AI/AN, and A/PI are severely underrepresented in this grade grouping.

GS-9-12 - There is a total of 1 permanent employees in this grade grouping. White employees represent (100 %). Black, Hispanic, AI/AN and A/PI employees are severely underrepresented in this grade grouping.

OTHER

GS-1-4 - There are a total of 1 permanent employees in this grade grouping. White employees represent (100%) in this grade grouping. Black, Hispanic, AVAN and A/PI employees are **severely** underrepresented in this grade grouping.

GS-5-8 - There are no permanent employees in this grade grouping. Black, Hispanic, AI/AN, A/PI, and White employees are severely underrepresented in this grade grouping

GS-9-12 - There are a total of 2 employees in this grade grouping. White employees represent (100%) in this grade grouping. Black, Hispanic, AI/AN, and A/PI employees are severely underrepresented in this grade grouping

BLUE COLLAR

WG - There are a total of 2 permanent employees in this grade grouping. Black employees represent 100% in this grade grouping. Black females, White, Hispanic, AI/AN, and A/PI employees are severely underrepresented in this grade grouping.

XP - There are a total of 52 permanent employees in this grade grouping. White employees represent (45.8%); Black employees represent (52.0%); A/PI employees represent (2.0%). Hispanic and AN/AI employees are severely underrepresented in this grade grouping.

XL - There are a total of 7 permanent employee in this grade grouping. White employees represent (57.1%); Black employees represent (42.8%). Hispanic, AN/AI, and A/PI are severely underrepresented in the grade grouping.

XS - There are a total of 7 permanent employees in this grade grouping. White employees represent (71.4%); Black employees represent (28.5%). Hispanic, AI/AN, and A/PI employees are severely underrepresented in this grade grouping.

UNDERREPRESENTATION OF EEO GROUPS BY OCCUPATIONAL CATEGORIES

This section of the Accomplishment Report identifies those EEO groups that are underrepresented in NOS's occupational categories. For agency purposes, underrepresentation occurs when the percentage representation of an EEO group, for a given employment category, is substantially less than its corresponding percentage representation in the national civilian labor force. Severe underrepresentation occurs when an EEO group is absent from the agency's occupational categories.

PROFESSIONAL

Underrepresentation is reported for all the EEO groups except White men and Black males and females. These groups are:

- o White women
- o Hispanic men
- o Hispanic women
- o American Indian/Alaskan Native men
- o American Indian/Alaskan Native women
- o Asian Pacific Islander men
- o Asian Pacific Islander women

Severe underrepresentation exist for American Indians/Alaskan Native males and females.

ADMINISTRATIVE

Underrepresentation is reported for all the EEO groups except Black males and females, and Asian Pacific Islander males and females. These groups are:

- o White men
- o White women
- o Hispanic men
- o Hispanic women
- o American Indian/Alaskan Native men
- o American Indian/Alaskan Native women

Severe underrepresentation exist for American Indian/Alaskan Native males and females.

TECHNICAL

Underrepresentation is reported for all the EEO groups except White males and Black females. These groups are:

- o White women
- o Black men
- o Hispanic men
- o Hispanic women
- o American Indian/Alaskan Native men
- o American Indian/Alaskan Native women
- o Asian Pacific Islander men
- o Asian Pacific Islander women

Severe underrepresentation exist for American Indian/Alaskan Native males.

CLERICAL

Underrepresentation is reported for all the EEO groups except Black males and females. These groups are:

- o White men
- o White women
- o Hispanic men
- o Hispanic women
- o American Indian/Alaskan Native men
- o American Indian/Alaskan Native women
- o Asian/Pacific Islander men
- o Asian/Pacific Islander women

Severe underrepresentation exist for White males and females, Hispanic males and females, American Indian/Alaskan Native males and females, and Asian/Pacific Islander males and females.

OTHER

Underrepresentation is reported for all EEO groups except White females. These groups are:

- o White men
- o Black men
- o Black women
- o Hispanic men
- o Hispanic women
- o American Indian/Alaskan Native men
- o American Indian/Alaskan Native women
- o Asian/Pacific Islander men
- o Asian/Pacific Islander women

Severe underrepresentation exist for Black males and females, Hispanic males and females, American Indian/Alaskan Native males and females, and Asian/Pacific Islander males and females.

BLUE COLLAR

Underrepresentation is reported for all EEO groups except Black males and females, and Asian/Pacific Islander females. These groups are:

- o White men
- o White women
- o Hispanic men
- o Hispanic women
- o American Indian/Alaskan Native men
- o American Indian/Alaskan Native women
- o Asian/Pacific Islander men

Severe underrepresentation exist for Hispanic males and females, American Indian/Alaskan Native males and females, and Asian/Pacific Islander males.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**

WORK FORCE ANALYSIS

PROMOTIONS

A review was conducted of the number of promotions (permanent and temporary) for GS/GM and Wage employees, separations and accessions during FY 1997. The analysis showed the following:

GENERAL SCHEDULE EMPLOYMENT

During FY 1997, there were a total of 186 promotions for the General Schedule workforce. Of those, 186 promotions, 165 (88.7%) were permanent promotions and 21 (11.7%) were temporary (not to exceed).

PERMANENT PROMOTIONS

Of the 165 permanent promotions, men received 89 (53.9%) and women received 76 (46.0%). Black employees received 32 (19.3%); Hispanic employees received 1 (0.6%); Asian American/Pacific Islander employees received 3 (1.8%); American Indians/Alaskan Natives employees received 0 (0.0%); and White employees received 129 (78.1%)

TEMPORARY PROMOTIONS

Of the 21 (66.6%) temporary promotions, men received 14 and women received 7 (33.3%) Black employees received 2 (9.5%); Hispanic employees received 0 (0.0%); Asian American/Pacific Islander employee received 0 (0.0%); American Indians/Alaskan Natives received 0 (0.0%) and White employees received 19 (9.5%).

WAGE GRADE PROMOTIONS

During FY 1997, there were a total of 8 promotions. Of the 8 promotions, all were permanent. Of the 8 Wage Grade permanent promotions, men received 6 (75.0%) and women received 2 (25.0%). Black employees received 2 (25.0%); Hispanic employees received 0 (0.0%), Asian Pacific Islander employees 0 (0.0%); American Indians/Alaskan Native employees 0 (0.0%) and white employees received 6 (75.0%).

SEPARATIONS

During FY 1997, there were 98 separations, men represented 75 (76.5%) and women represented 23 (23.4%). The 98 separations represents approximately (7.7%) of the total NOS workforce. Black employees represents 21 (1.6%); Hispanic employees represents (.07%); Asian Pacific Islander employees represents 4 (0.3%) and White employees represents 72 (5.7%).

ACCESSIONS

During FY 1997, there were 51 accessions. According to the data, the greatest number of accessions occurred in Career-conditional Appointments (28 employees) and transfers (13 employees).

Of the 51 accessions, men represented 28 (54.9%) and women represented 23 (45.0%) Black employees represented 15 (29.4%); Hispanic employees represented 2 (3.9%); Asian Pacific Islander employees represented 5 (9.8%); American Indian/Alaskan Native employees 0 (0.0%); and White employees represented 29 (56.8%).

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

This section of the Accomplishment Report documents which action items in the Multi- Year (FY 1988 - FY 1992) Affirmative Employment Program Plan for Minorities and women have been completed as of the end of the FY 1997.

Several of the program objectives established in the 1988 - 1992 Multi-Year Plan have been accomplished. However, when opportunities arise, we continue our efforts to recruit, hire and promote our employees.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: RECRUITMENT

PROBLEM/BARRIER STATEMENT: (1) Lack of qualified minorities and women for cartography and computer science positions. (2) The Federal Governments mandate to reduce the number of Full-Time Equivalent (FTE)

OBJECTIVE: To increase recruitment efforts and expand recruitment sources which yield qualified minority and female applicants for professional positions at all grade levels.

RESPONSIBLE OFFICIALS: ASSISTANT ADMINISTRATOR/ PROGRAM OFFICE
DIRECTORS TARGET DATE: 9/30/98

ACTION	RESPONSIBLE OFFICIAL	TARGET DATE
1. Continue NOS Minority Cartography Recruitment Program	Assistant Administrator, ACC Program Director	9/30/98
2. NOS will provide assistance and support to NOAA to exhibit at minority colleges, universities, and special emphasis organizations.	Assistant Administrator	9/30/98

Report on accomplishment of objectives:

The Office of Aeronautical Charting and Cartography has prepared training plans, rating plans and related documentation to issue a vacancy announcement for an AIS Upward Mobility candidate GS-1361-5.

The Office of Aeronautical Charting and Cartography met with 3 area universities, University of the District of Columbia, Howard University, and Maryland University (Eastern Shore) in order to

establish a Co-op position for student trainee (cartography) - 0399 Series which will ultimately lead to a 1370 position GS-5.

NOS continues to assist NOAA with exhibiting at special emphasis conferences; American Indian in Science and Engineering Society; National Society of Black Engineers; the League of United Latin American Citizens; and Federally Employed Women.

NOS continues to participate in a variety of developmental staffing programs. These programs include the Student temporary Employment Program, the Senior Aide Volunteer Program and the Senior-Aides Program of the Jewish Social Service Agency. Student programs are also used as long range developmental programs. These include the District of Columbia Metropolitan Consortium for Students in Science and Engineering (METCON), the White House Initiative on Historically Black Colleges and Universities (HBCU), and the Faculty and Student Intern Research Program.

The METCON Science Career Orientation Summer Program was sponsored June 23, 1997, through August 15, 1997. The program provided high school students with a career awareness and orientation about opportunities in the atmospheric and oceanic science through work experience at NOS. Seven students were placed in NOS headquarters facilities.

NOS continued to participate in the NOAA Faculty and Student Intern Research Program. During FY 1997, 5 students participated in the program and were placed in NOS headquarters facilities. The program provides work experience to undergraduates, graduate students, post graduate students and faculty members who have an interest in pursuing academic studies and research opportunities in the oceanic and atmospheric science. Students participate in the program throughout the school year.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN
ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS**

PROBLEM/BARRIER STATEMENT: With the Federal Governments mandate to do more with less, there is a need to provide current employees with the skills, knowledge, and abilities to prepare them to reach their highest professional skill level.

OBJECTIVE: To provide career-development opportunities for all employees

RESPONSIBLE OFFICIALS: ASSISTANT ADMINISTRATOR/PROGRAM OFFICE DIRECTORS, AND ALL OTHER MANAGERS AND SUPERVISORS

TARGET DATE: 9/30/98

ACTION	RESPONSIBLE OFFICIAL	TARGET DATE
1. NOS has established a Career Enhancement program that will provide employees an opportunity to discuss with their supervisors a development plan which could include formal training, on-the-job training. and in-house rotational assignment opportunities.	Assistant Administrator, Program Office Directors, Supervisors Managers.	9/30/98
2. 1.5 percent of Salary and benefits' budget has been set aside for training.	Assistant Administrator	9/30/98

Report of accomplishment of objectives

The National Ocean Service is committed to support each employee's development through various kinds of training and development opportunities. To spearhead this effort and to inspire employees to begin to take charge of their careers, we implemented the Career Enhancement Plan (CEP). CEP was implemented on May 1, 1997. In June/July 1997, CEP training was provided for headquarters managers so that they could work effectively with their employees in the development of a CEP. The training for employees began with two focus groups that learned about the CEP and offered constructive critique as well. Since that time the training has been offered to headquarters and most field employees. Managers and supervisors in field locations were trained simultaneously with their employees.

NOS is developing a Rotational Assignment Program which will be an additional developmental opportunity for employees. The basic part of this program is to provide short term assignments to employees to provide exposure to various jobs and occupations where they may gain skills that will help them transition into other jobs (qualify by experience (QBE) or could help them in their current job. More long-term rotational assignment will be made to assist in providing resources where needed for special projects.

Additionally a Mentoring Program is being developed using a model that will encompass the diversity of our organization--both in Mentors and Mentors. This program is currently in the conceptual stage.

Employees and managers engage in various types of training in direct relationship to their jobs. Since this training is managed by each Program and Staff Office, managers are aware that opportunities for training must be offered equitably.

NOS participated in OPM and USDA training programs:

o Federal Executive Institute	3	White males
o Executive Potential	0	
o Women's Executive Leadership	1	White female
o Aspiring Leaders Program	3	Black females
o New Leaders Program	0	
o OPM Management Development Seminar	11	White Males
	8	White females
	4	Black females

The Office of Aeronautical Charting and Cartography has an opportunity to hire and/or promote from within the organization. They are creating an upward mobility position and are working with local universities to negotiate a cooperative agreement to hire co-op students.

NOTEWORTHY ACTIVITIES/INITIATIVES

- o Senior Aide Volunteer Program - This program sponsored by the National Council of Senior Citizens, is an unpaid work experience that provides senior citizens with training and consideration for employment when vacancies occur.
- o We also participate in the Senior Aides Program of the Jewish Social.-Service Agency. The contact person is Dr. Sandra Gear, and she can be reached on (301) 255-4206. Currently we have two females. Each working 20 hours a week in an informal job sharing arrangement.
- o Support to the Anacostia High School Environmental Academy. NOS OCRM supports this program through a full time employee that has been detailed to the D.C. Public School system to set up this academy and to help with its initial operation.
- o The Office of Aeronautical Charting and Cartography has an opportunity to hire and/or promote from within the organization. They are creating an upward mobility position, and is working with local universities to negotiate a cooperative agreement to hire co-op students.
- o Springbrook High School Geographic Positioning System (GPS) Project - NGS employees trained teachers at Springbrook High School in Silver Spring, Maryland and helped students collect, understand, and use GPS data.
- o NOAA's Educational Partnership Program - NOS, NMFS, and NWS supports NOAA's Educational Partnership Program with Historically Black Colleges and Universities, and other research universities in the United States and South Africa.
- o The Hawaiian Islands Humpback Whale National Marine Sanctuary worked with the University of Hawaii to start an internship for native Hawaiian college students interested in pursuing resource management careers, and sponsored a "Careers on the Water" day for high school students interested in pursuing marine related careers.
- o Additionally the Hawaiian Island Humpback Whale National Marine Sanctuary is translating and printing in Hawaiian a waterproof "coral card" that depicts and names various coral species, and stresses their sensitivity and how people can protect them.
- o The Fagatele Bay National Marine Sanctuary in American Samoa has one Samoan student working to conduct outreach and educational Programs. (An Americorps student)